

**CONTRACT-PREPARATION DOCUMENTS TO  
CONTRACT ADMINISTRATION DIVISION  
Office of Estimating**

Des No.: \_\_\_\_\_ Route: \_\_\_\_\_  
Contract No.: \_\_\_\_\_ Letting Date: \_\_\_\_\_  
Project No.: \_\_\_\_\_ PE County: \_\_\_\_\_  
\_\_\_\_\_ RW Bridge File: \_\_\_\_\_  
\_\_\_\_\_ CN Over: \_\_\_\_\_  
Location: \_\_\_\_\_

It is recommended that tracings for the above noted project be accepted. The following items accompany the tracings.

Final Design Book		Detail Packet:
Final Cost Estimate	Disk CES	Permit Certification Form
Final Special Provisions	Disk ERMS	Detour Map
ERMS I.D. _____		Design Calculations

The LPA Agreement Determination was transmitted to the Research and Documents Library Team on \_\_\_\_\_. LPA Agreement required? YES NO

Federal Highway Administration oversight required? YES NO

Geotechnical Report required? YES NO  
Attached: YES ERMS: YES ERMS I.D.: \_\_\_\_\_  
If not attached, why?  
\_\_\_\_\_  
\_\_\_\_\_

Asbestos Report required? YES NO  
Attached: YES ERMS: YES ERMS I.D.: \_\_\_\_\_  
If not attached, why?  
\_\_\_\_\_  
\_\_\_\_\_

Is R/W clear and Certification Letter included? YES ERMS: YES ERMS I.D.: \_\_\_\_\_  
If not clear, number of parcels remaining is \_\_\_\_\_  
Expected R/W clear date is \_\_\_\_\_. R/W contact person is \_\_\_\_\_

Is Utility Coordination complete and is Utility Provision included? YES ERMS: YES  
ERMS I.D.: \_\_\_\_\_ If not complete, what is status? \_\_\_\_\_  
Utility contact person is \_\_\_\_\_

Is Railroad Agreement signed and is Railroad Provision included? YES ERMS: YES  
ERMS I.D.: \_\_\_\_\_  
If not signed, what is status?  
\_\_\_\_\_

The plans were reviewed against the environmental document on \_\_\_\_\_  
and are in compliance with the environmental document which was approved on \_\_\_\_\_.

DNR Permit for Construction in a Floodway:

Not Required    Applied For    Received \_\_\_\_\_. ERMS:    ERMS I.D.: \_\_\_\_\_

Corps of Engineers Permit:

[Individual] Not Required    Applied For    Received \_\_\_\_\_.

ERMS:    ERMS I.D.: \_\_\_\_\_

[Regional General] Not Required    Applied For    Received \_\_\_\_\_.

ERMS:    ERMS I.D.: \_\_\_\_\_

401 Water Quality Permit:

Not Required    Applied For    Received \_\_\_\_\_. ERMS:    ERMS I.D.: \_\_\_\_\_

Rule 5:

Not Required    Applied For    Received \_\_\_\_\_. ERMS:    ERMS I.D.: \_\_\_\_\_

Coast Guard Permit:

Not Required    Applied For    Received \_\_\_\_\_. ERMS:    ERMS I.D.: \_\_\_\_\_

FAA Navigable Airspace Permit:

Not Required    Applied For    Received \_\_\_\_\_. ERMS:    ERMS I.D.: \_\_\_\_\_

Are all Permits included? Yes    No    If No, why not? \_\_\_\_\_

Design Summary approval date \_\_\_\_\_

Are any proprietary materials specified which are not listed in *Design Manual* Chapter 17?

YES    NO

If Yes, has the justification been submitted and approved for each item? YES    NO

Are any unique pay items listed in the Schedule of Pay Items? YES    NO

If Yes, has a unique special provision been drafted and a unique pay item number been requested for each in accordance with *Design Manual* Chapter 20? YES    NO

Unique Provisions authenticated by: Testing    Design    Construction

Summary of Commitments Attached? YES    NO    If No, why not?

Summary of Design Exceptions Attached? YES    NO    If No, why not?

Signature

Date

DISTRICT DIRECTOR